

Annual Evaluation Review Checklist for Evaluators

This document is intended to be a checklist to support evaluators with submitting the required documents for the State-Mandated Annual Evaluation Review.

REQUIRED INDICATORS	EVIDENCE
1. Evaluation must align with the Idaho Framework for Teaching Evaluation (as defined by IDAPA 08.02.02.120).	Include documentation from SDE if LEA uses a different framework for teacher evaluations.
2. At least one (1) documented observation completed by January 1 (as defined by IDAPA 08.02.02.120).	Include observation notes and specific date of observation.
3. A second observation completed by June 1 (as defined by IDAPA 08.02.02.120).	Include observation notes and specific date of observation. <ul style="list-style-type: none"> • If embedded into the summative evaluation, indicate date and observation notes in the summative evaluation.
4. At least one (1) additional measure of professional practice (as defined by IDAPA 08.02.02.120) <ul style="list-style-type: none"> ○ Student input ○ Parent/guardian input ○ Portfolio (as defined by IDAPA 08.02.02.007) 	Include evidence of ONE of the following: <ul style="list-style-type: none"> • Student input <ul style="list-style-type: none"> ○ Include data to verify survey results that informs the professional practice of the educator. ○ Surveys without responses are not eligible. ○ Schoolwide/LEA-wide surveys are not eligible unless the survey informs the professional practice of the educator. • Parent/guardian input <ul style="list-style-type: none"> ○ Include data to verify survey results that informs the professional practice of the educator. ○ Surveys without responses are not eligible. ○ Schoolwide/LEA-wide surveys are not eligible unless the survey informs the professional practice of the educator. • Portfolio <ul style="list-style-type: none"> ○ Portfolios must include an organized collection of artifacts and/or reflection. ○ If submitting the IPLP, the IPLP must be paired with an organized collection of artifacts and/or reflection to meet the definition of portfolio.
5. At least one (1) measure of student achievement and/or indicator of student success (as defined by Idaho Code § 33-1001)	Evidence (data) must be specific to the subject, grade range, and/or position taught by the instructional staff or pupil service staff. * Growth in student achievement may be considered as an optional measure, as determined by the local board of trustees.
6. At least one (1) summative evaluation completed no later than June 1 (as defined by Idaho Code § 33-514).	The summative evaluation must include a visible date, be aligned to applicable professional standards, and include scores for all 22 components or state approved teaching evaluation framework. <ul style="list-style-type: none"> • If weighting the summative evaluation toward only two or three of the domains, the evaluation must indicate how this aligns with the individual professional learning plan (IPLP).